

**Date: 12-06-2019**

### **NOTICE**

The fourth meeting of the IQAC for the academic year 2018-19 will be held on **Friday 14<sup>th</sup> June 2019 at 9.00 a.m.** in the Board Room in the college premises.

The **agenda** of the meeting is as follows:

1. Welcome Address- Dr. R.B. Patil (Principal)
2. Brief review of activities conducted from April 2019 to June 2019 – Dr. Meenakshi Bawa (Coordinator)
3. Progress of NAAC Preparation
4. Plans for the academic year 2019-20
5. Any other business with the permission of the Chair

We kindly request you to attend the meeting. We look forward to your valuable suggestions and active participation which will go a long way in enhancing and sustaining the quality of education in our institution.

(Dr. R. B. Patil)  
Principal

## MINUTES OF THE IQAC MEETING HELD ON 14<sup>th</sup> JUNE 2019

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5. Any other business with the permission of the Chair

The following members were present for the meeting:

1. Principal Dr. R.B. Patil
2. Vice Principal Dr. Rekha Gaonkar – Member
3. Dr. Ramesh V. Gaonkar- Senior Project Consultant, RUSA, Goa- Member
4. Advocate Dileshwar Naik- Member
5. Shri. Sandeep Kadam – Associate Professor - Member
6. Mrs. Rochana Kharangate – Associate Professor- Member
7. Dr. Freda Cota e Pereira- Assistant Professor- Member
8. Shri. Ashish Joshi – Associate Professor - Member
9. Shri. Sanjiv K. Shirodkar – Associate Professor- Member
10. Shri. Dilip Lotlikar- Head Clerk- Member
11. Shri. Suresh Shenoy– Accountant- Member
12. Dr. Meenakshi Bawa - Co-ordinator

The Principal, Dr. R.B. Patil, welcomed the members of the IQAC. In his welcome address, Dr. Patil said that he was pleased to announce that MES College was ranked 67 among the Arts Colleges, 110 among the Commerce colleges and 73 among the BCA colleges in India by the India Today MDRA Survey, 2018-19. Dr. Patil further informed the members that 140 students have taken admission for B.A. Semester I and 258 students have taken admission for B.Com. Semester I as of now. As far as renovation work is concerned, tile fixing, painting and repair work in washrooms have been completed in Block I. LED tube lights have been fitted in all new classrooms in Block IV. We are now focusing on preparation of the Self-Study Report which needs to be submitted to the NAAC in the next academic year.

The Coordinator of the IQAC, Dr. Meenakshi Bawa, read out the minutes of the last meeting held on 16<sup>th</sup> April 2019. Dr. Bawa presented a **review of activities conducted from April 2019 to June 2019**. They were as follows:

1. Academic Audit for BA/ BCom programmes was conducted from 24<sup>th</sup> April to 2<sup>nd</sup> May 2019.
2. The college website has been upgraded.

3. The IQAC organized a Workshop on 'Innovative Teaching Methodologies' on 3<sup>rd</sup> May 2019. The workshop focused on two teaching methodologies, namely, Flip classrooms and Problem based learning. The faculty from Chowgule College of Arts and Science (Autonomous), Margao, were the resource persons for this workshop.

4. College automation and ERP is being implemented.

5. Online admissions have been initiated in May 2019 for Second Year and Third Year Students.

6. The construction of classrooms on the second floor of Block IV and renovation work in Block I has been completed

As far as the **progress of NAAC preparation** is concerned, Dr. Bawa put forward the following points:

1. Regular meetings with the NAAC Steering Committee and Chairpersons of NAAC Committees have been held.

2. The information for the IIQA along with documents required to be submitted for the IIQA are being collected by the NAAC Steering Committee.

3. The Committees for the 7 NAAC Criteria have been collecting information on their respective criterion on a regular basis. They have prepared the criterion-wise reports and uploaded the necessary documents. These reports have been submitted to the NAAC Steering Committee and are being checked by the Steering Committee members. The SSR will further be discussed with experts, Dr. R. V. Gaonkar and Prof. Bhaskar Nayak.

The IQAC Coordinator, Dr. Meenakshi Bawa, highlighted the **plans for the academic year 2019-20**. They were as follows:

1. The IQAC will be organizing a workshop on 'Preparing Learning Outcomes' for the faculty. The main purpose of this workshop is to understand clearly the process of preparing learning outcomes for courses/programmes. Dr. N. N. Sawant, Principal, Parvatibai Chowgule College of Arts and Science(Autonomous), Margao, will be the resource person for this workshop.

2. As part of the Memorandum of Understanding with Parvatibai Chowgule College of Arts and Science(Autonomous), Margao, faculty exchange programmes and student exchange programmes will be organized.

3. Bridge courses in Commerce, Economics and Psychology will be conducted in June/July 2019.

4. The following certificate courses are planned:

- (i) Practical Banking - Department of Economics
- (ii) Basics of Econometrics- Department of Economics
- (iii) Banking and Finance- Department of Commerce
- (iv) MS Excel in Accounting and Taxation- Department of Commerce
- (v) Tally ERP 9 with GST- Department of Commerce

5. The Diploma Course in Counselling Techniques will be conducted by the Department of Psychology.

6. Assoc. Prof. Sandeep Kadam, Head, Department of Information Technology, will be orienting B.A. and B.Com. students on the SWAYAM courses.

7. The following workshops will be organized:

- (i) Workshop for students on Leadership and Personality Development- Department of Commerce
- (ii) Workshop on Filing of GST Returns- Department of Commerce
- (iii) Workshop for students on Research Methodology and writing of research paper- Department of Commerce
- (iv) Workshop for 3 days on Therapies in Addiction Management- Department of Psychology

8. The following student enrichment programmes will be organized:

- (i) Commerce Fiesta (Institutional Level)- Department of Commerce
- (ii) Psychozest(State level)- Department of Psychology
- (iii) Socio- Expressions (State level)- Department of Sociology
- (iv) Ecofest (State level)- Department of Economics

The IQAC Coordinator, Dr. Meenakshi Bawa, informed the members that the **schedule for IQAC meetings** for the academic year 2019-20 will be as follows:

First IQAC Meeting: Mid- August 2019

Second IQAC Meeting: First week of November 2019

Third IQAC Meeting: First week of February 2020

Fourth IQAC Meeting: First week of May 2020

The following **suggestions** were put forward:

1. As far as learning outcomes are concerned, it was suggested that we could refer to the UGC website where learning outcomes for certain subjects have been notified on 24<sup>th</sup> May 2019.
2. The soft copy of the College Prospectus should be uploaded on the college website.

3. As far as the faculty exchange programmes and student exchange programmes with Parvatibai Chowgule College of Arts and Science(Autonomous), Margao, are concerned, the faculty from both institutions should meet and finalize the details as soon as possible.
4. Each Department should make efforts to track the alumni and maintain records of student progression.
5. The Alumni Association should organize a get-together in 2019-20.
6. The schedule of IQAC meetings for 2019-20 should be uploaded on the college website.

**The following decisions were taken:**

1. The faculty from MES College of Arts and Commerce and Parvatibai Chowgule College of Arts and Science(Autonomous), Margao will jointly finalize the details of the faculty exchange programmes and student exchange programmes.
2. The College Prospectus will be uploaded on the college website.
3. The schedule of IQAC meetings for 2019-20 will be uploaded on the college website.
4. The Managing Committee of the Alumni Association will plan out activities for the next academic year.

The meeting ended with the vote of thanks proposed by the Vice Principal, Dr. Rekha Gaonkar.

**Dr. Meenakshi Bawa**  
**Coordinator, IQAC**